



## SUBDIVISION WAIVER SUBMITTAL INSTRUCTION and CHECKLIST

While this checklist may be helpful, it is not designed to be a substitute for the subdivision Regulation provisions. Applicants are expected to review the details of the code. Copies of the Subdivision Regulations can be purchased in the Planning Department, or accessed online under Title 16, Subdivisions, at: <http://municipalcodes.lexisnexis.com/codes/manitou/>

A pre-application conference for Subdivision Waiver shall be conducted at the time of pre-application conference for the plat with which the waiver request is associated. In addition to the pre-application information required for the subdivision, the applicant should provide:

- 1) The section of the regulations for which waiver is being requested and the specifics of the request.
- 2) A preliminary statement of justification.

By 5:00 p.m. on the published submittal date the following information, as specified in Chapter 16.16 of the Manitou Springs Subdivision Regulations, shall be provided to the Planning Department:



- ☐ 1) The submittal information and materials required for the Major or Minor Subdivision Application associated with the Waiver request
- 2) Payment of the additional nonrefundable application fee.
- 3) A separate letter of application, which:
  - Specifies each provision of the Subdivision Regulations for which waiver is proposed.
  - Specifies the proposed alternative to the regulation.
  - Provides written justification as required in the Subdivision Ordinance.